MCO 255

HOSPITAL EQUIPMENT NOTE

# ADMINISTRATIVE DEPARTMENT

18

MINISTRY OF HEALTH : SCOTTISH HOME AND HEALTH DEPARTMENT
LONDON : HER MAJESTY'S STATIONERY OFFICE
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# Administrative Department

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# I. Scope

This Equipment Note gives guidance on the basic equipment requirements for an Administrative Department. It is intended to be read in conjunction with Hospital Building Note No. 18 which relates to the design and planning of an Administrative Department at district general hospitals varying in size from 300 to 800 beds and with related diagnostic and treatment facilities for out-patients.

# II. General Considerations on the Use of Equipment Notes

Equipment Note No. 1 (Equipping a hospital building) provides an introduction to the series of departmental Equipment Notes, advice on their application and guidance on the task of preparing equipment schedules for individual building projects. This departmental Equipment Note is intended to be used within the general planning framework set out in Equipment Note No. 1 and in the manner described therein.

The following method of classifying equipment, which is explained in more detail in Hospital Equipment Note No. 1, is used throughout this Note:

The term " equipment " covers all items necessary for the functioning of the hospital. Short-term consumable supplies such as fuel, stationery and food, are not included.

Equipment is classified into three groups:

Group I: items usually supplied and fixed by the contractor for the works.

Group II: items having a permanent or semi-permanent location and having a significant effect on space and/or structural requirements:

(*a*) those supplied by the hospital authority and fixed by the contractor for the works;

(*b*) those supplied by the hospital authority and put in position by them or on their instructions outside the general construction contract.

Group III: smaller items, usually storage items, supplied and put in position by the hospital authority.

# III. Special Considerations in Respect of this Note

The equipment detailed in this Note is regarded as suitable to the department described in Building Note No. 18 and has been listed in room (or space) sequence conforming to the Building Note. The lists are drawn up in such a way that they are applicable to departments of varying sizes and of varying designs within the context of the Building Note. In the case of (*a*) General administration, (*b*) Rooms related to the main entrance and (*c*) Medical records, the equipment refers to hospitals serving from 300 to 800 beds (0 to 20 points and over) and in the case of (*d*) Group headquarters the equipment relates to sizes of accommodation varying from 0 to 40 points and over. (See Pointing System in the Appendix to A.C. Circular No. 96.) To achieve this flexibility the method of applying the lists will vary from room to room, thus:

(a) in the case of general offices, common rooms, libraries and such like, where the equipment requirements will vary with the size of the hospital or of the group headquarters, separate columns are shown according to the number of points or the number of beds served by the department;

(b) for recurring rooms such as toilets, telephone booths, assistant almoners' rooms and the like, the list shows the equipment for one room and will require to be multiplied by the number of such rooms included in the schedule of accommodation for a project;

(c) in the case of standard rooms, that is, those not materially affected by the size of the department, the equipment is listed for one room although planning requirements may in some instances justify more than one such room in larger hospitals (e.g. cleaners' room).

Some fixed items of equipment (Group I) have already been mentioned (and costed) in the Building Note, but it has been thought useful to include them again in the Equipment Note, which represents the results of a comprehensive review of the requirements. Reference should, however, be made to the Building Note—Part V, Engineering Services—for further information on the mechanical services and electrical installation. Structural elements, floor coverings, non-specialised heating and lighting fittings and similar items which are basic to any building are not included in the Equipment Note; neither are window blinds and window curtain tracks since the requirements may vary with local circumstances.

It is for individual hospital authorities to make rules about smoking in the hospitals under their control and management (see Ministry Memorandum HM(63)43) and accordingly no reference is made to ashtrays or to smoking throughout this Note.

Throughout the schedule, for the sake of uniformity, references to towel dispensers are associated with disposal bins for paper towels. Suitable adjustments will need to be made where other types of towel are to be used.

# IV. Cost

Guidance on the cost of equipping an administrative department to the standard shown in this schedule is given against the list of equipment for each room. Departmental cost summaries are shown in the Appendix to the Note. In using these cost figures, the considerations referred to in Section IV of Equipment Note No. 1 should be borne in mind.

The cost figures in this schedule and in the Appendix are related only to Group II and Group III equipment. As a matter of convenience, Group I items of a specialised nature are listed in each room schedule, but these have already been taken into account in the cost allowance for construction (including engineering), in the appropriate Cost Note in Appendix E to Hospital Building Note No. 2.

# V. List of Rooms, etc.


**A. Basic accommodation** — Page reference

(*a*) General administration
- (i) Hospital secretary's office — 4
- (ii) Office for hospital secretary's assistant — 4
- (iii) Matron's office — 4
- (iv) Engineer's office — 4
- (v) Deputy matron's office — 4
- (vi) Head almoner's office — 4
- (vii) Domestic superintendent's office — 4
- (viii) General offices:
  - (*a*) Assistants to above — 5
  - (*b*) Secretaries, typists and clerks — 5
- (ix) Waiting space (or rooms) — 6
- (x) Interview room — 6
- (xi) Additional office — 6
- (xii) Committee room — 7
- (xiii) Medical staff common room — 8
- (xiv) Library
  - (*a*) Staff library — 9
  - (*b*) Patients' library — 9
  - (*c*) Bookstore — 10
- (xv) Staff changing rooms
  - (*a*) Medical staff — 10
  - (*b*) Non-resident nursing staff — 11
  - (*c*) Non-resident domestic staff and porters — 12
- (xvi) Sanitary facilities — 13
- (xvii) Female staff rest room(s) — 13
- (xviii) Non-resident nursing staff common room — 14
- (xix) Stores — 14
- (xx) Cleaners' room — 14

Departmental items — 15

(*b*) Rooms related to the main entrance
- (i) Central inquiry counter — 15
- (ii) Telephone exchange and apparatus room — 16
- (iii) Telephonists' rest room — 16
- (iv) Head porter's room — 16
- (v) Porters' room — 17
- (vi) Wheelchair and trolley store — 17
- (vii) Postal sorting room — 17
- (viii) Shop and store — 17
- (ix) Public telephone booths — 18
- (x) Sanitary facilities for visitors — 18

Departmental items — 18

(*c*) Medical records
- (i) Reception — 19
- (ii) Medical records officer's office — 19
- (iii) Records office and store for medical records — 19-20
- (iv) Reading room and diagnostic index room — 20
- (v) Admission room for in-patients — 20
- (vi) Sub-waiting space — 20
- (vii) Typists' office — 21
- (viii) Sanitary facilities — 21

Departmental items — 22

(*d*) Group headquarters
- (i) Group secretary's office — 22
- (ii) Deputy secretary's office — 23
- (iii) Finance officer's office — 23
- (iv) Supplies officer's office — 23
- (v) Group engineer's office — 23
- (vi) Offices for senior assistants — 23
- (vii) Office(s) for clerical staff, typists and personal secretaries (including general offices for salaries and wages, audit and accounts, stores accounts and costing, supplies) — 24
- (viii) Waiting space — 24
- (ix) Committee room — 25
- (x) Ante-room — 25
- (xi) Duplicating room — 25
- (xii) Stores:
  - (*a*) Stationery store — 26
  - (*b*) Records store — 26
  - (*c*) Sample supply store — 26
- (xiii) Sanitary facilities — 26

Departmental items — 27

**B. Additional accommodation**


| | Page reference |
|---|---|
| (*a*) Offices | 28 |
| (*b*) Student almoners' room(s) | 28-29 |
| (*c*) Non-resident matron's sitting room | 29 |
| (*d*) Medical superintendent's or resident medical officer's room | 30 |
| (*e*) Senior medical staff common room | 30 |
| (*f*) Bank | 30 |
| (*g*) Post office facilities | 31 |
| (*h*) Barbers' shop | 31 |
| (*i*) Hairdressers' shop | 31 |
| (*j*) Tea pantry(s) | 32 |
| (*k*) Male staff rest room | 32 |
| (*l*) Room for voluntary workers | 33 |
| (*m*) Duplicating room | 33 |
| (*n*) Secondary storage for non-current medical records | 33 |
| (*o*) Room for training domestic staff and servicing equipment | 33 |
| (*p*) Domestic forewoman's store | 34 |
| (*q*) Finance machine room | 34 |
| (*r*) Printing machine room | 34 |
| (*s*) Strong room | 34 |
| (*t*) Cleaners' room | 35 |
| (*u*) Staff changing and sanitary facilities | 35 |

# VI. Schedule of Equipment

## A. Basic Accommodation

(*a*) GENERAL ADMINISTRATION

(i) *Hospital secretary's office*

(iii) *Matron's office*

(iv) *Engineer's office*

(vi) *Head almoner's office*

(vii) *Domestic superintendent's office*

For each, the following:

| | *Hospital secretary* | *Matron* | *Engineer* | *Head almoner* | *Domestic superin-tendent* | *Notes* |
|---|---|---|---|---|---|---|
| **Basic List** | | | | | | |
| *Group I:* | | | | | | |
| Clock, electric .. .. .. | 1 | 1 | 1 | 1 | 1 | |
| Telephone .. .. .. | 1 | 1 | 1 | 1 | 1 | |
| Socket outlet, twin .. .. | 1 | 1 | 1 | 1 | 1 | |
| Wallboard .. .. .. | 1 | 1 | 1 | 1 | 1 | |
| *Group IIb:* | | | | | | |
| Table, pedestal .. .. | 1 | 1 | 1 | 1 | 1 | |
| Table, side, small .. .. | 1 | 1 | 1 | 1 | 1 | |
| Table, committee .. .. | 1 | 1 | 1 | 1 | 1 | |
| Bookcase .. .. .. | 1 | 1 | 1 | 1 | 1 | |
| Chair, desk .. .. .. | 1 | 1 | 1 | 1 | 1 | |
| Chair, upright, arm .. .. | 1 | 1 | 1 | 1 | 1 | |
| Chair, upright, small .. .. | 4 | 4 | 4 | 4 | 4 | |
| Cupboard, steel, or cabinet, filing .. .. .. .. | 1 | 1 | 1 | 1 | 1 | |
| Stand, hat, coat and umbrella | 1 | 1 | 1 | 1 | 1 | |
| Mirror, frameless, hanging .. | 1 | 1 | 1 | 1 | 1 | |
| Safe .. .. .. .. | 1 | — | — | — | — | |
| Carpet .. .. .. .. | 1 | 1 | 1 | 1 | 1 | |
| *Group III:* | | | | | | |
| Bin, waste paper .. .. | 1 | 1 | 1 | 1 | 1 | |
| Desk set .. .. .. | 1 | 1 | 1 | 1 | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| **Cost Guide** (excluding Group I) | £220 | £150 | £150 | £150 | £150 | |

(ii) *Office for hospital secretary's assistant*

(v) *Deputy matron's office*

For each the following: except in hospitals of less than 300 beds where no provision is made for a hospital secretary's assistant.

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone .. .. .. .. .. | 1 | |
| | Hook, clothes .. .. .. .. | 2 | |
| | Socket outlet, twin .. .. .. .. | 1 | |
| | Wallboard .. .. .. .. .. | 1 | |
| *Group IIb:* | Table, pedestal .. .. .. .. | 1 | |
| | Table, side, small .. .. .. .. | 1 | |
| | Bookcase .. .. .. .. .. | 1 | |
| | Chair, desk .. .. .. .. .. | 1 | |
| | Chair, upright, arm .. .. .. .. | 1 | |
| | Chair, upright, small .. .. .. | 2 | |
| | Cupboard, steel, or cabinet, filing .. .. | 1 | |
| | Cabinet, card index .. .. .. .. | 1 | If required. |
| | Carpet or rug .. .. .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 1 | |
| | Desk set .. .. .. .. .. | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | **Cost Guide** (excluding Group I) | £120 | |

(*a*) GENERAL ADMINISTRATION (continued)

(viii) *General offices*

(*a*) Assistant matrons, almoners, engineers and assistant domestic superintendents.

For each the following. Where, as recommended in the Building Note, two assistant matrons share one room, the items marked with an asterisk should be provided on the basis of one for the room rather than one for each officer. In hospitals of less than 300 beds no provision is made to accommodate an assistant domestic superintendent.

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone | 1 | |
| | Hook, clothes | 2 | |
| | *Socket outlet, twin | 1 | |
| | *Wallboard | 1 | |
| *Group IIb:* | *Bookcase | 1 | |
| | Desk | 1 | |
| | Chair, desk | 1 | |
| | *Chair, upright, small | 2 | |
| | Table, side, small | 1 | |
| | Cupboard, steel, or cabinet, filing | 1 | |
| | Press, plan | 1 | Engineer's office only. |
| | Cabinet, card index | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Desk set | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | **Cost Guide** (excluding Group I) | £75 | Plus £75 for each plan press. |

(*b*) Secretaries, typists and clerks

The equipment required here will depend upon various factors, such as the numbers, grades and duties of staff employed, whether personal secretaries are accommodated in individual offices, etc. The following provision should enable the total requirements to be assessed.

| | | *General rooms* | *Individual rooms* | *Notes* |
|---|---|---|---|---|
| **Basic List** | | | | |
| *Group I:* | Clock, electric | 1 | — | |
| | Telephone | 1 per 2 staff | 1 | |
| | Board, notice | 1 | — | |
| | Hook, clothes | As reqd. | 3 | |
| | Socket outlet, twin | 1 per 2 staff | 1 | |
| *Group IIb:* | Table, side, small | 1 | 1 | |
| | Chair, upright, small | 2 | 1 | For visitors. |
| | Cabinet, filing | As reqd. | 1 | |
| | Racking, filing | As reqd. | — | |
| | Cupboard | 2 | 1 | |
| | Machine, transcribing | 1 | — | For each audio typist. |
| | Machine, postal franking | 1 | — | Where 50 or more letters are to be stamped per day. It should be shared with the Medical Records Department. |
| | **Cost Guide** (excluding Group I) | £35 | £20 | Plus £12 12s. for each filing cabinet; 12s. 6d. per foot for filing racking; £30 for each transcribing machine; £80 for the postal franking machine. |

| | | *Per secretary* | *Per typist* | *Per clerk* | *Notes* |
|---|---|---|---|---|---|
| *Group IIb:* | Desk, typist/secretary | 1 | — | — | |
| | Desk, typist's | — | 1 | — | |
| | Desk, writing | — | — | 1 | |
| | Chair, desk | 1 | — | 1 | |
| | Chair, typist's | 1 | 1 | — | |
| | Typewriter | 1 | 1 | — | |
| *Group III:* | Desk set | 1 | — | 1 | E.g. blotting pad, trays, etc. |
| | Sundry office requisites | As reqd. | As reqd. | As reqd. | E.g. punch, stapler, scissors, etc. |
| | Bin, waste paper | 1 | 1 | 1 | |
| | **Cost Guide** | £75 | £65 | £20 | |

## A. Basic Accommodation

(*a*) GENERAL ADMINISTRATION (continued)

(ix) *Waiting space* (*or rooms*)

The following provision relates to the total waiting spaces provided.

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group IIb:* | | | | | |
| Chair, upright, small .. .. .. | 10 | 10 | 15 | 20 | |
| Table, occasional, low .. .. .. | 2 | 2 | 3 | 4 | |
| *Group III:* | | | | | |
| Bin, waste paper .. .. .. | 2 | 2 | 3 | 4 | |
| General decorative features .. .. | As reqd. | As reqd. | As reqd. | As reqd. | E.g. plant troughs, pictures, vases, etc. |
| **Cost Guide** | £60 | £60 | £90 | £120 | |

(x) *Interview room*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone .. .. .. .. .. | 1 | |
| | Hook, clothes .. .. .. .. | 2 | |
| | Socket outlet, single .. .. .. .. | 1 | |
| *Group IIb:* | Table .. .. .. .. .. .. | 1 | |
| | Chair, upright, small .. .. .. | 1 | |
| | Chair, semi-easy .. .. .. .. | 3 | |
| | Locker .. .. .. .. .. | 4 | To hold dead patients' effects. |
| | Mirror .. .. .. .. .. | 1 | |
| | Rug .. .. .. .. .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 1 | |
| | Desk set .. .. .. .. .. | 1 | E.g. pen stand, blotting pad, etc., according to individual requirements. |
| | General decorative features .. .. .. | As required | E.g. pictures, vases, etc. |
| | **Cost Guide** (excluding Group I) | £65 | |

(xi) *Additional office*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Hook, clothes .. .. .. .. | 6 | |
| | Telephone .. .. .. .. .. | 1 | |
| | Storage, cupboard or shelves .. .. | As required | |
| | Socket outlet, twin .. .. .. .. | 1 | |
| *Group IIb:* | Table, committee .. .. .. .. | 1 | |
| | Table, side, small .. .. .. .. | 1 | |
| | Chair, upright, small .. .. .. | 6 | |
| | Chair, upright, arm .. .. .. .. | 2 | |
| | Stand, hat, coat and umbrella .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 2 | |
| | Carafe, water, and tumbler .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £40 | |

(*a*) GENERAL ADMINISTRATION (continued)

(xii) *Committee room*

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Clock, electric .. .. .. .. | 1 | 1 | 1 | 1 | |
| Telephone .. .. .. .. | 1 | 1 | 1 | 1 | |
| Socket outlet, twin .. .. .. | 2 | 2 | 2 | 2 | One at rear of room. |
| Chalkboard with chalk shelf .. .. | 1 | 1 | 1 | 1 | B.S. 3030, Part IV. |
| Wallboard .. .. .. .. | 1 | 1 | 1 | 1 | |
| Direct lighting for chalkboard .. | 1 | 1 | 1 | 1 | |
| Blind, blackout .. .. .. .. | 1 | 1 | 1 | 1 | |
| *Group IIb:* | | | | | |
| Table, committee .. .. .. | 1 | 1 | 1 | 2 | May be divisible. |
| Table, side, small .. .. .. | 1 | 1 | 1 | 2 | |
| Chair, upright, arm .. .. .. | 1 | 1 | 1 | 2 | |
| Chair, upright, small .. .. .. | 24 | 24 | 24 | 36 | |
| Cupboard .. .. .. .. | 1 | 1 | 1 | 1 | Lockable. |
| Stand, hat, coat and umbrella .. | 1 | 1 | 1 | 2 | |
| Stand, projector .. .. .. | 1 | 1 | 1 | 1 | |
| Screen, roller .. .. .. .. | 1 | 1 | 1 | 1 | |
| Carpet .. .. .. .. .. | 1 | 1 | 1 | 1 | |
| *Group III:* | | | | | |
| Bin, waste paper .. .. .. | 4 | 4 | 4 | 6 | |
| Cleaner, board .. .. .. .. | 1 | 1 | 1 | 1 | |
| Pointer, board .. .. .. .. | 1 | 1 | 1 | 1 | |
| Carafe, water, and tumbler .. .. | 1 | 1 | 1 | 2 | |
| General decorative features .. .. | As reqd. | As reqd. | As reqd. | As reqd. | E.g. pictures, vases, etc. |
| **Cost Guide** (excluding Group I) | £390 | £390 | £390 | £565 | |
| **Additional List** | | | | | **Cost Guide** (additional list) |
| *Group IIb:* | | | | | |
| *Projector, film .. .. .. .. | 1 | 1 | 1 | 1 | £260. |
| *Projector, slide .. .. .. .. | 1 | 1 | 1 | 1 | £36. |

* These items may not be required if projectors are available from elsewhere in the hospital.

## A. Basic Accommodation

(*a*) GENERAL ADMINISTRATION (continued)

(xiii) *Medical staff common room*

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Telephone .. .. .. .. | 1 | 1 | 1 | 1 | |
| Storage, cupboard .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| Hook, clothes .. .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| Socket outlet, twin .. .. .. | 1 | 1 | 1 | 1 | |
| Board, notice .. .. .. .. | 1 | 1 | 1 | 1 | |
| Rack or board, letter .. .. .. | 1 | 1 | 1 | 1 | |
| *Group IIb:* | | | | | |
| Carpet .. .. .. .. .. | 1 | 1 | 1 | 1 | |
| Chair, easy .. .. .. } Chair, semi-easy .. .. } Chair, upright, small .. .. | 15 | 15 | 17 | 20 | |
| Rack, magazine .. .. .. .. | 2 | 2 | 2 | 2 | |
| Table, occasional, low .. .. .. | 3 | 3 | 4 | 4 | |
| Table, side, small .. .. .. | 1 | 1 | 1 | 1 | |
| Desk, writing .. .. .. .. | 2 | 2 | 3 | 4 | |
| Bookcase .. .. .. .. | 1 | 1 | 1 | 1 | |
| *Group III:* | | | | | |
| Bin, waste paper .. .. .. | 2 | 2 | 2 | 2 | |
| General decorative features .. .. | As reqd. | As reqd. | As reqd. | As reqd. | E.g. pictures, vases, etc. |
| **Cost Guide** (excluding Group I) | £255 | £255 | £295 | £340 | |

**Additional List**

Where a medical centre is provided the area of this room may need to be enlarged and the following equipment will be necessary.

| | | **Cost Guide** (additional list) per item |
|---|---|---|
| *Group IIb:* Chair, upright, small .. .. .. | As required | £4. |
| Table, 4 ft. × 2 ft. 6 in. .. .. .. | As required | £8 8s. |
| Carpet .. .. .. .. .. .. | As required | £2 5s. per square yard. |

(*a*) GENERAL ADMINISTRATION (continued)
(xiv) *Library*
(a) Staff library

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Board, notice or display .. .. | 1 | 1 | 1 | 1 | |
| Storage, cupboard .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| *Group IIb:* | | | | | |
| Chair, upright .. .. .. } Chair, semi-easy .. .. } | 8 | 8 | 12 | 12 | |
| Shelving .. .. .. .. .. | 140 | 140 | 200 | 200 | Foot run. |
| Table .. .. .. .. .. | 1 | 1 | 2 | 2 | |
| Stand, double sloping supports .. | 1 | 1 | 1 | 1 | |
| Cabinet, card index .. .. .. | 1 | 1 | 1 | 1 | |
| Stand, card cabinet .. .. .. | 1 | 1 | 1 | 1 | |
| Ladder, step .. .. .. .. | 1 | 1 | 1 | 1 | |
| *Group III:* | | | | | |
| Bin, waste paper .. .. .. | 2 | 2 | 2 | 2 | |
| Books .. .. .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| **Cost Guide** (excluding Group I) | £1,600 | £1,600 | £2,300 | £2,300 | |

**Additional List**

Where a medical centre is provided the area of this room may need to be enlarged and the following equipment will be necessary.

| | | **Cost Guide** (additional list) per item |
|---|---|---|
| *Group IIb:* Chair, upright, small .. .. .. | As required | £4. |
| Table, 4 ft. × 2 ft. 6 in. .. .. .. | As required | £8 8s. |

(*b*) Patients' library

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Board, notice or display .. .. | 1 | 1 | 1 | 1 | |
| Storage, cupboard .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| Telephone .. .. .. .. | 1 | 1 | 1 | 1 | |
| *Group IIb:* | | | | | |
| Desk .. .. .. .. .. | 1 | 1 | 1 | 1 | For librarian. |
| Chair, desk .. .. .. .. | 1 | 1 | 1 | 1 | |
| Shelving .. .. .. .. .. | 90 | 135 | 180 | 240 | Foot run. |
| Cabinet, card index .. .. .. | 1 | 1 | 2 | 2 | |
| Cabinet, filing .. .. .. .. | 1 | 1 | 2 | 2 | |
| Chair, upright .. .. .. } Chair, semi-easy .. .. } | 4 | 5 | 6 | 7 | |
| Table .. .. .. .. .. | 1 | 1 | 2 | 2 | |
| Ladder, step .. .. .. .. | 1 | 1 | 1 | 1 | |
| *Group III:* | | | | | |
| Bin, waste paper .. .. .. | 2 | 2 | 2 | 2 | |
| Books .. .. .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | A minimum of three books per bed is desirable. |
| **Cost Guide** (excluding Group I) | £640 | £925 | £1,235 | £1,610 | |

(*a*) GENERAL ADMINISTRATION (continued)

(xiv) *Library* (*continued*)

(*c*) Bookstore

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Sink, small | 1 | 1 | 1 | 1 | |
| Dispenser or rack, soap | 1 | 1 | 1 | 1 | |
| Worktop | 1 | 1 | 1 | 1 | Or table. |
| Storage | As reqd. | As reqd. | As reqd. | As reqd. | For empty sacks, etc. |
| *Group IIa:* | | | | | |
| Dispenser, towel | 1 | 1 | 1 | 1 | B.S. 1439. |
| *Group IIb:* | | | | | |
| Bin, disposal, for paper towels | 1 | 1 | 1 | 1 | |
| Trolley, library | 2 | 2 | 4 | 4 | |
| *Group III:* | | | | | |
| Bin, waste paper | 1 | 1 | 1 | 1 | |
| Book repair equipment | As reqd. | As reqd. | As reqd. | As reqd. | |
| **Cost Guide** (excluding Group I) | £55 | £55 | £100 | £100 | |

(xv) *Staff changing rooms*

(*a*) Medical staff

| | Quantity | | Notes |
|---|---|---|---|
| | *Male* | *Female* | |
| **Basic List** | | | |
| *Changing area* | | | |
| *Group I:* Mirror | 1 | 1 | Long in female area. |
| Heating coil | 1 | 1 | Or hot air convectors. |
| Bench seating | As reqd. | As reqd. | |
| *Group IIb:* Locker, individual | 1 | 1 | Per person. Lockable and full length type, containing a shoe rail and a place for shopping baskets. |
| *Group III:* Bin, waste paper | 1 | 1 | |
| **Cost Guide** (excluding Group I) | 10s. | 10s. | Plus £5 for each clothes locker. |
| *Sanitary facilities* (*Lobby*) | | | |
| *Group I:* Basin, lavatory | 1 | 1 | For each basin. |
| Dispenser, soap | 1 | 1 | |
| Hook, clothes | 1 | 1 | |
| Mirror | 1 | 1 | For each basin. |
| Shelf | 1 | 1 | |
| *Group IIa:* Dispenser, towel | 1 | 1 | B.S. 1439. For each three or four basins. |
| *Group IIb:* Bin, disposal, for paper towels | 1 | 1 | For each three or four basins. |
| **Cost Guide** (excluding Group I) | £1 | £1 | |
| *Sanitary facilities* (*W.Cs*) | | | |
| *Group I:* W.C. suite | 1 | 1 | |
| Fitting, toilet paper | 1 | 1 | |
| Shelf | 1 | 1 | |
| Hook, clothes | 1 | 1 | |
| *Group IIb:* Bin, sanitary | — | 1 | If no incinerator is provided. |
| *Group III:* Brush, lavatory, and holder | 1 | 1 | |
| **Cost Guide** (excluding Group I) | 10s. | £2 | |

(*a*) GENERAL ADMINISTRATION (continued)

(xv) *Staff changing rooms* (continued)

(b) Non-resident nursing staff

| | Quantity | | Notes |
|---|---|---|---|
| | *Male* | *Female* | |
| **Basic List** | | | |
| *Changing area* | | | |
| *Group I:* Mirror | As reqd. | As reqd. | Long in female area. |
| Heating coil | As reqd. | As reqd. | Or hot air convectors. |
| Bench seating | As reqd. | As reqd. | |
| *Group IIb:* Locker, individual | 1 | 1 | Per person. Lockable and full-length type, containing a shoe rail and a place for shopping baskets. |
| *Group III:* Bin, waste paper | 1 | 1 | |
| **Cost Guide** (excluding Group I) | 10s. | 10s. | Plus £5 for each clothes locker. |
| *Sanitary facilities* (*Lobby*) | | | |
| *Group I:* Basin, lavatory | 1 | 1 | For each basin. |
| Dispenser, soap | 1 | 1 | |
| Mirror | 1 | 1 | |
| Shelf | 1 | 1 | |
| Hook, clothes | 1 | 1 | |
| *Group IIa:* Dispenser, towel | 1 | 1 | B.S. 1439. For each three or four basins. |
| *Group IIb:* Bin, disposal, for paper towels | 1 | 1 | For each three or four basins. |
| **Cost Guide** (excluding Group I) | £1 | £1 | |
| *Sanitary facilities* (*W.Cs*) | | | |
| For each cubicle: | | | |
| *Group I:* W.C. suite | 1 | 1 | |
| Fitting, toilet paper | 1 | 1 | |
| Shelf | 1 | 1 | |
| Hook, clothes | 1 | 1 | |
| *Group IIb:* Bin, sanitary | — | 1 | If no incinerator is provided. |
| *Group III:* Brush, lavatory, and holder | 1 | 1 | |
| **Cost Guide** (excluding Group I) | 10s. | £2 | |
| *Shower area* | | | One shower should be provided for every fifteen nurses. |
| *Group I:* Shower | 1 | 1 | At shoulder height. |
| Soap rack or holder | 1 | 1 | |
| Seat, bench | 1 | 1 | Adjacent to shower cubicle. May be stool if required. |
| Rail, curtain | 1 | 1 | |
| Hook, clothes | 1 | 1 | |
| Shelf | 1 | 1 | |
| *Group III:* Curtain | 1 | 1 | |
| **Cost Guide** (excluding Group I) | £3 10s. | £3 10s. | |
| **Additional List** | | | |
| *Group IIb:* Stool, bath | 1 | 1 | |
| **Cost Guide** (additional list) | £2 | £2 | |

(*a*) GENERAL ADMINISTRATION (continued)

(xv) *Staff changing rooms* (continued)

(*c*) Non-resident domestic staff and porters

| | Quantity | | Notes |
|---|---|---|---|
| | *Male* | *Female* | |
| **Basic List** | | | |
| *Changing area* | | | |
| *Group I:* Mirror | As reqd. | As reqd. | Long in female area. |
| Heating coil | As reqd. | As reqd. | Or hot air convectors. |
| Bench seating | As reqd. | As reqd. | |
| *Group IIb:* Locker, individual | 1 | 1 | Per person. Lockable and full-length type, containing a shoe rail and a place for shopping baskets. |
| *Group III:* Bin, waste paper | 1 | 1 | |
| **Cost Guide** (excluding Group I) | 10s. | 10s. | |
| *Sanitary facilities* (*Lobby*) | | | |
| *Group I:* Basin, lavatory | 1 | 1 | For each basin. |
| Dispenser, soap | 1 | 1 | |
| Mirror | 1 | 1 | |
| Shelf | 1 | 1 | |
| Hook, clothes | 1 | 1 | |
| *Group IIa:* Dispenser, towel | 1 | 1 | B.S. 1439. For each three or four basins. |
| *Group IIb:* Bin, disposal, for paper towels | 1 | 1 | For each three or four basins. |
| **Cost Guide** (excluding Group I) | £1 | £1 | |
| *Sanitary facilities* (*W.Cs*) | | | |
| For each cubicle: | | | |
| *Group I:* W.C. suite | 1 | 1 | |
| Fitting, toilet paper | 1 | 1 | |
| Shelf | 1 | 1 | |
| Hook, clothes | 1 | 1 | |
| *Group IIb:* Bin, sanitary | — | 1 | If no incinerator is provided. |
| *Group III:* Brush, lavatory, and holder | 1 | 1 | |
| **Cost Guide** (excluding Group I) | 10s. | £2 | |
| *Shower area* | | | One shower should be provided for every fifteen workers. |
| *Group I:* Shower | 1 | 1 | At shoulder height. |
| Soap rack or holder | 1 | 1 | |
| Seat, bench | 1 | 1 | Adjacent to shower cubicle. May be stool if required. |
| Rail, curtain | 1 | 1 | |
| Hook, clothes | 1 | 1 | |
| Shelf | 1 | 1 | |
| *Group III:* Curtain | 1 | 1 | |
| **Cost Guide** (excluding Group I) | £3 10s. | £3 10s. | |
| **Additional List** | | | |
| *Group IIb:* Stool, bath | 1 | 1 | |
| **Cost Guide** (additional list) | £2 | £2 | |

(*a*) GENERAL ADMINISTRATION (continued)

(xvi) *Sanitary facilities*

| | | Quantity | | Notes |
|---|---|---|---|---|
| | | *For every 15 men* | *For every 12 women* | |
| **Basic List** | | | | |
| *For W.C. cubicles* | | | | |
| *Group I:* | W.C. suite | 1 | 1 | |
| | Urinal | 1 | — | |
| | Fitting, toilet paper | 1 | 1 | |
| | Shelf | 1 | 1 | |
| | Hook, clothes | 1 | 1 | |
| *Group IIb:* | Bin, sanitary | — | 1 | If no incinerator is provided. |
| *Group III:* | Brush, lavatory, and holder | 1 | 1 | |
| | **Cost Guide** (excluding Group I) | 10s. | £2 | |
| *For lobby leading to W.Cs* | | | | |
| *Group I:* | Basin, lavatory | 1 | 1 | For each basin. |
| | Dispenser, soap | 1 | 1 | |
| | Mirror | 1 | 1 | |
| | Shelf | 1 | 1 | |
| | Hook, clothes | 1 | 1 | |
| *Group IIa:* | Dispenser, towel | 1 | 1 | B.S. 1439. For each three or four basins. |
| *Group IIb:* | Bin, disposal, for paper towels | 1 | 1 | For each three or four basins. |
| | **Cost Guide** (excluding Group I) | £1 | £1 | |

(xvii) *Female staff rest room(s)*

The equipment listed below should be sufficient for a rest room in a hospital of 300 beds. For a hospital of over 300 beds the equipment listed below should be doubled.

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Basin, lavatory | 1 | |
| | Dispenser, soap | 1 | |
| | Hook, clothes | 2 | |
| | Mirror | 1 | |
| | Shelf | 1 | |
| | Socket outlet, twin | 1 | |
| *Group IIa:* | Dispenser, towel | 1 | B.S. 1439. |
| *Group IIb:* | Divan | 1 | Or couch. |
| | Mattress | 1 | |
| | Chair, easy, arm | 1 | |
| | Chair, upright, small | 1 | |
| | Rug | 1 | |
| | Table, occasional, low | 1 | |
| | Table, side, small | 1 | |
| | Bin, disposal, for paper towels | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Pillow | 2 | |
| | Sheet | 6 | |
| | Blanket | 3 | |
| | Case, pillow | 6 | |
| | Counterpane | 2 | |
| | Bottle, hot water | 2 | |
| | Box, first aid | 1 | |
| | **Cost Guide** (excluding Group I) | £60 | |

(*a*) GENERAL ADMINISTRATION (continued)

(xviii) *Non-resident nursing staff common room*

All facilities for making tea and coffee have been omitted from this room. Reference to these facilities at present included in Building Note No. 18 will be withdrawn at the next revision.

| | *Size of hospital* | | | | *Notes* |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Clock, electric .. .. .. .. | 1 | 1 | 1 | 1 | |
| Storage, cupboard .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| Socket outlet, twin .. .. .. | 1 | 1 | 1 | 1 | |
| *Group IIb:* | | | | | |
| Chair, easy .. .. .. / Chair, semi-easy .. .. / Chair, upright, small .. .. | 20 | 20 | 25 | 30 | |
| Table, occasional, low .. .. .. | 4 | 4 | 5 | 6 | |
| Table, side, small .. .. .. | 1 | 1 | 2 | 2 | |
| Rack, magazine .. .. .. .. | 1 | 1 | 1 | 1 | |
| Rugs or carpet .. .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| *Group III:* | | | | | |
| Bin, waste paper .. .. .. | 2 | 2 | 3 | 3 | |
| General decorative features .. .. | As reqd. | As reqd. | As reqd. | As reqd. | E.g. pictures, vases, etc. |
| **Cost Guide** (excluding Group I) | £250 | £250 | £315 | £365 | |

(xix) *Stores*

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Shelving .. .. .. .. .. | 24 ft. | |
| *Group IIb:* | Cupboard, storage .. .. .. .. | 2 | |
| | Ladder, step .. .. .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £35 | |

(xx) *Cleaners' room*

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Bucket sink .. .. .. .. .. | 1 | |
| | Drainer or worktop .. .. .. .. | 1 | At working height for washing of cloths, etc. |
| | Cupboard, storage .. .. .. .. | 1 | 19 cu. ft. For day-to-day stock of cleaning materials, etc. |
| | Racks, pegs or hooks for implements .. | As required | |
| *Group IIb:* | Holder, paper sack .. .. .. .. | 1 | |
| | Trolley, domestic, small .. .. .. | 2 | |
| *Group III:* | Cleaner, vacuum .. .. .. .. | 1 | B.S. 3028. |
| | Scrubber/polisher, electric .. .. .. | 1 | B.S. 3456. B.9. |
| | Cleaning utensils .. .. .. .. | As required | |
| | **Cost Guide** (excluding Group I) | £150 | |

(*a*) GENERAL ADMINISTRATION (continued)

DEPARTMENTAL ITEMS

Generally, items are shown throughout the list in the rooms where they will normally be found in the department. In addition, the items shown below relate to (*a*) General administration as a whole.

| | *Size of hospital* | | | | *Notes* |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Incinerator .. .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| *Group IIa:* | | | | | |
| First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.) | As reqd. | As reqd. | As reqd. | As reqd. | See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions. |
| *Group III:* | | | | | |
| Window curtains .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | These will vary according to local circumstances. |
| Machine, dictating .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| **Cost Guide** (excluding Group I) | £80 | £95 | £105 | £125 | Plus £60 for each dictating machine. |

(*b*) ROOMS RELATED TO THE MAIN ENTRANCE

(i) *Central inquiry counter*

| | *Size of hospital* | | | | *Notes* |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Clock, electric .. .. .. .. | 1 | 1 | 1 | 1 | |
| Telephone .. .. .. .. | 2 | 2 | 3 | 3 | |
| Counter .. .. .. .. .. | 1 | 1 | 1 | 1 | |
| Checkboard " In and Out " .. .. | 1 | 1 | 1 | 1 | For doctors. |
| Storage .. .. .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | Under counter. |
| Bell push .. .. .. .. | 1 | 1 | 1 | 1 | |
| Board, notice .. .. .. .. | 1 | 1 | 1 | 1 | |
| *Group IIb:* | | | | | |
| Stool, high .. .. .. .. | 3 | 3 | 4 | 4 | |
| Chair, office .. .. .. .. | 4 | 5 | 6 | 7 | |
| Table, repetition .. .. .. | 2 | 2 | 3 | 3 | |
| Cupboard .. .. .. .. | 1 | 1 | 1 | 1 | |
| Time recording apparatus .. .. | 1 | 1 | 1 | 1 | |
| *Group III:* | | | | | |
| Bin, waste paper .. .. .. | 4 | 5 | 6 | 7 | |
| **Cost Guide** (excluding Group I) | £135 | £140 | £175 | £180 | |
| **Additional List** | | | | | |
| *Group I:* | | | | | |
| Booth, telephone .. .. .. | 1 | 1 | 1 | 1 | For use by ambulance attendants and others. |
| Storage for telephone directories .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| **Cost Guide** (additional list, excluding Group I) | £— | £— | £— | £— | |

(*b*) ROOMS RELATED TO THE MAIN ENTRANCE (continued)

(ii) *Telephone exchange and apparatus room*

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Clock, electric .. .. .. .. | 1 | 1 | 1 | 1 | |
| Telephone exchange .. .. .. | 1 | 1 | 1 | 1 | See Part V, Engineering Services of Building Note. |
| Checkboard " In and Out " .. .. | 1 | 1 | 1 | 1 | If not located in the central inquiry area. |
| Staff location system control .. .. | 1 | 1 | 1 | 1 | |
| Central indicator .. .. .. | 1 | 1 | 1 | 1 | For fire alarm system. |
| Socket outlet, single .. .. .. | 1 | 1 | 1 | 1 | |
| *Group IIb:* | | | | | |
| Chair, telephonist's, high .. .. | 2 | 3 | 3 | 4 | |
| Chair, upright, small .. .. .. | 1 | 1 | 1 | 1 | |
| Table, writing .. .. .. .. | 1 | 1 | 1 | 1 | |
| Cupboard, small .. .. .. | 1 | 1 | 1 | 1 | |
| *Group III:* | | | | | |
| Bin, waste paper .. .. .. | 1 | 1 | 1 | 1 | |
| **Cost Guide** (excluding Group I) | £45 | £50 | £50 | £55 | |

(iii) *Telephonists' rest room*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Socket outlet, twin .. .. .. .. | 1 | |
| *Group IIb:* | Chair, easy, arm .. .. .. .. | 2 | |
| | Table, side, small .. .. .. .. | 1 | |
| | Cupboard, small .. .. .. .. | 1 | |
| | Locker, clothes .. .. .. .. | As required | |
| *Group III:* | Bin, waste paper .. .. .. .. | 1 | |
| | Kettle, electric .. .. .. .. | 1 | B.S. 3456. A.3. |
| | General decorative features .. .. .. | As required | E.g. pictures, vases, etc. |
| | **Cost Guide** (excluding Group I) | £45 | Plus £5 for each clothes locker. |

(iv) *Head porter's room*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone .. .. .. .. .. | 1 | |
| | Board, notice .. .. .. .. .. | 1 | |
| | Hook, clothes .. .. .. .. | 1 | |
| | Socket outlet, twin .. .. .. .. | 1 | |
| *Group IIb:* | Table or desk .. .. .. .. | 1 | |
| | Chair, upright, small .. .. .. | 2 | |
| | Cupboard .. .. .. .. .. | 1 | For files and records. |
| *Group III:* | Bin, waste paper .. .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £35 | |

(*b*) ROOMS RELATED TO THE MAIN ENTRANCE (continued)

(v) *Porters' room*

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Clock, electric .. .. .. .. | 1 | 1 | 1 | 1 | |
| Telephone .. .. .. .. | 1 | 1 | 1 | 1 | |
| Board, notice .. .. .. .. | 1 | 1 | 1 | 1 | |
| Storage, cupboard .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| Socket outlet, twin .. .. .. | 1 | 1 | 1 | 1 | |
| *Group IIb:* | | | | | |
| Table .. .. .. .. .. | 2 | 2 | 3 | 3 | |
| Chair, upright, small .. .. .. | 6 | 6 | 8 | 10 | |
| *Group III:* | | | | | |
| Bin, waste paper .. .. .. | 1 | 1 | 2 | 2 | |
| **Cost Guide** (excluding Group I) | £30 | £30 | £40 | £45 | |

(vi) *Wheelchair and trolley store*

| | *Quantity* | *Notes* |
|---|---|---|
| **Basic List** | | |
| *Group IIb:* Wheelchair .. .. .. .. .. | 4 | |
| Trolley .. .. .. .. .. | 4 | |
| **Cost Guide** | £200 | |

(vii) *Postal sorting room*

| | *Quantity* | *Notes* |
|---|---|---|
| **Basic List** | | |
| *Group I:* Letter racks and/or pigeon holes over worktop .. .. .. .. .. | As required | In feet lengths of shelving, 6 in. deep, 8 in. between shelves. Dividers at 9 in. intervals. |
| Worktop .. .. .. .. .. | As required | |
| *Group IIb:* Cupboard, lockable .. .. .. .. | 1 | |
| Table .. .. .. .. .. .. | 1 | 5 ft. × 3 ft. |
| Stool .. .. .. .. .. .. | 1 | |
| *Group III:* Bin, waste paper .. .. .. .. | 1 | |
| **Cost Guide** (excluding Group I) | £30 | |

(viii) *Shop and store*

| | *Quantity* | *Notes* |
|---|---|---|
| **Basic List** | | |
| *Group I:* Counter .. .. .. .. .. | 1 | |
| Racking or cabinet, storage/display .. | As required | |
| *Group IIb:* Ladder, step .. .. .. .. .. | 1 | |
| Stool .. .. .. .. .. .. | 1 | |
| Trolley, display/sales .. .. .. | 2 | |
| Trolley, general purpose .. .. .. | 1 | |
| *Group III:* Cash register .. .. .. .. .. | 1 | |
| Bin, waste paper .. .. .. .. | 1 | |
| Scales .. .. .. .. .. .. | 1 | |
| **Cost Guide** (excluding Group I) | £250 | |

(*b*) ROOMS RELATED TO THE MAIN ENTRANCE (continued)

(ix) *Public telephone booths*

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Booth, telephone .. .. .. | 1 | 1 | 2 | 2 | |
| Storage for telephone directories .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| **Cost Guide** (excluding Group I) | £— | £— | £— | £— | |

(x) *Sanitary facilities for visitors*

| | Quantity | | Notes |
|---|---|---|---|
| | *Male* | *Female* | |
| **Basic List** | | | |
| *For each W.C. cubicle* | | | |
| *Group I:* W.C. suite .. .. .. .. | 1 | 1 | |
| Urinal .. .. .. .. .. | 1 | — | |
| Fitting, toilet paper .. .. .. | 1 | 1 | |
| Shelf .. .. .. .. .. | 1 | 1 | |
| Hook, clothes .. .. .. .. | 1 | 1 | |
| *Group IIb:* Bin, sanitary .. .. .. .. | — | 1 | If no incinerator is provided. |
| *Group III:* Brush, lavatory, and holder .. .. | 1 | 1 | |
| **Cost Guide** (excluding Group I) | 10s. | £2 | |
| *For lobby leading to W.Cs* | | | |
| *Group I:* Basin, lavatory .. .. .. .. | 1 | 1 | For each basin. |
| Mirror .. .. .. .. .. | 1 | 1 | |
| Shelf .. .. .. .. .. | 1 | 1 | |
| Dispenser, soap .. .. .. | 1 | 1 | |
| Hook, clothes .. .. .. .. | 1 | 1 | |
| *Group IIa:* Dispenser, towel .. .. .. | 1 | 1 | B.S. 1439. For each three or four basins. |
| *Group IIb:* Bin, disposal, for paper towels .. | 1 | 1 | For each three or four basins. |
| **Cost Guide** (excluding Group I) | £1 | £1 | |

DEPARTMENTAL ITEMS

Generally, items are shown throughout the list in the rooms where they will normally be found in the department. In addition, the items shown below relate to (*b*) Rooms related to the main entrance as a whole.

| | Size of hospital | | | | Notes |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* Incinerator .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| *Group IIa:* | | | | | |
| First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.) | As reqd. | As reqd. | As reqd. | As reqd. | See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions. |
| *Group III:* | | | | | |
| Window curtains .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | These will vary according to local circumstances. |
| **Cost Guide** (excluding Group I) | £10 | £10 | £15 | £15 | |

(*c*) MEDICAL RECORDS

(i) *Reception*

The reception counter has been dealt with in Equipment Note No. 12 on Out-Patient Departments. The master index is sited in the Records Office.

(ii) *Medical records officer's office*

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Hook, clothes | 2 | |
| | Telephone | 1 | |
| | Socket outlet, twin | 1 | |
| | Wallboard | As required | |
| *Group IIb:* | Table, pedestal | 1 | |
| | Chair, desk | 1 | |
| | Chair, upright, small | 2 | |
| | Cabinet, card index | 1 | |
| | Table, side, small | 1 | |
| | Cupboard, steel, or cabinet, filing | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Desk set | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | **Cost Guide** (excluding Group I) | £55 | |

(iii) *Records office and store for medical records*

(a) Records office

| | | *Per room* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Clock, electric | 1 | |
| | Telephone | 1 per 2 staff | |
| | Board, notice | 1 | |
| | Hook, clothes | As required | |
| | Socket outlet, twin | 1 | |
| *Group IIb:* | Table, side, small | 1 | |
| | Chair, upright, small | 2 | For visitors. |
| | Cabinet, card index, eight-drawer | As required | For master index. |
| | Stand, card cabinet | As required | |
| | Cupboard, steel | 1 | |
| | Machine, addressing, stencil type | 1 | |
| | **Cost Guide** (excluding Group I) | £25 | Plus £16 10s. for each card cabinet and stand; £40 for the addressing machine. |

| | | *Per clerk* | | *Notes* |
|---|---|---|---|---|
| | | *Sorting* | *Other duties* | |
| *Group IIb:* | Chair, desk | — | 1 | |
| | Bench, sorting | 12 sq. ft. | — | With 24 section rack above, each section being 10 in. × 8 in. with base 12 in. above bench surface. |
| | Desk, writing | — | 1 | |
| | Stool, high | 1 | — | |
| *Group III:* | Bin, waste paper | 1 | 1 | |
| | **Cost Guide** | £30 | £20 | |

(*c*) MEDICAL RECORDS (continued)

(iii) *Records office and store for medical records* (continued)

(*b*) Store for medical records

| | | Size of hospital | | | | Notes |
|---|---|---|---|---|---|---|
| | | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | | |
| *Group I:* | Mechanical hoist .. .. | 1 | 1 | 1 | 1 | May be required if this room is not adjacent to but above the reception area. |
| *Group IIb:* | Racking .. .. .. | 380 ft. | 540 ft. | 830 ft. | 1,300 ft. | In feet lengths of shelving, 12 in. deep, 10 in. high, each shelf. |
| | Trolley, filing .. .. .. | 2 | 2 | 2 | 3 | |
| | Ladder, step .. .. .. | 1 | 1 | 1 | 1 | Mobile. |
| | **Cost Guide** (excluding Group I) | £240 | £320 | £460 | £720 | |

(iv) *Reading room and diagnostic index room*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group IIb:* | Table, small .. .. .. .. .. | 2 | |
| | Chair, office .. .. .. .. .. | 4 | |
| | Cabinet, card index, eight-drawer .. .. | 1 | |
| | Stand, card cabinet .. .. .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 2 | |
| | **Cost Guide** | £40 | |

(v) *Admission room for in-patients*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone .. .. .. .. .. | 1 | |
| *Group IIb:* | Desk .. .. .. .. .. .. | 1 | |
| | Chair, office .. .. .. .. .. | 1 | |
| | Chair, semi-easy .. .. .. .. | 4 | |
| | Rug .. .. .. .. .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 2 | |
| | Desk set .. .. .. .. .. | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | **Cost Guide** (excluding Group I) | £70 | |

(vi) *Sub-waiting space*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group IIb:* | Chair, upright, small .. .. .. | 5 | |
| | Table, occasional, low .. .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 1 | |
| | General decorative features .. .. .. | As required | E.g. plant trough, pictures, vases, etc. |
| | **Cost Guide** | £30 | |

(*c*) MEDICAL RECORDS (continued)

(vii) *Typists' office*

| | | Per room | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Clock, electric | 1 | |
| | Telephone | 1 | |
| | Board, notice | 1 | |
| | Hook, clothes | As required | |
| | Socket outlet, twin | 1 per 2 staff | |
| *Group IIb:* | Table, side, small | 1 | |
| | Chair, upright, small | 2 | For visitors. |
| | Cupboard, steel | 1 | |
| | Machine, transcribing | 1 | For each audio typist. |
| | *Machine, postal franking | 1 | |
| | **Cost Guide** (excluding Group I) | £40 | Plus £16 16s. for each cupboard. |
| | | *Per typist* | |
| *Group IIb:* | Desk, typist's | 1 | |
| | Chair, typist's | 1 | |
| | Typewriter | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | **Cost Guide** | £65 | |

* This has already been costed under (*a*) General Administration (viii)(*b*) Secretaries, typists and clerks.

(viii) *Sanitary facilities*

| | | Quantity | | Notes |
|---|---|---|---|---|
| | | *For every 15 men* | *For every 12 women* | |
| **Basic List** | | | | |
| *For W.C. cubicles* | | | | |
| *Group I:* | W.C. suite | 1 | 1 | |
| | Urinal | 1 | — | |
| | Fitting, toilet paper | 1 | 1 | |
| | Shelf | 1 | 1 | |
| | Hook, clothes | 1 | 1 | |
| *Group IIb:* | Bin, sanitary | — | 1 | If no incinerator is provided. |
| *Group III:* | Brush, lavatory, and holder | 1 | 1 | |
| | **Cost Guide** (excluding Group I) | 10s. | £2 | |
| *For lobby leading to W.Cs* | | | | |
| *Group I:* | Basin, lavatory | 1 | 1 | For each basin. |
| | Dispenser, soap | 1 | 1 | For each basin. |
| | Mirror | 1 | 1 | For each basin. |
| | Shelf | 1 | 1 | For each basin. |
| | Hook, clothes | 1 | 1 | |
| *Group IIa:* | Dispenser, towel | 1 | 1 | B.S. 1439. For each three or four basins. |
| *Group IIb:* | Bin, disposal, for paper towels | 1 | 1 | For each three or four basins. |
| | **Cost Guide** (excluding Group I) | £1 | £1 | |

(*c*) MEDICAL RECORDS (continued)

DEPARTMENTAL ITEMS

Generally, items are shown throughout the list in the rooms where they will normally be found in the department. In addition, the items shown below relate to (*c*) Medical records as a whole.

| | *Size of hospital* | | | | *Notes* |
|---|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* | |
| | 300 *beds* | 450 *beds* | 600 *beds* | 800 *beds* | |
| **Basic List** | | | | | |
| *Group I:* | | | | | |
| Incinerator .. .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| *Group IIa:* | | | | | |
| First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.) | As reqd. | As reqd. | As reqd. | As reqd. | See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions. |
| *Group III:* | | | | | |
| Window curtains .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | These will vary according to local circumstances. |
| Machine, dictating .. .. .. | As reqd. | As reqd. | As reqd. | As reqd. | |
| **Cost Guide** (excluding Group I) | £15 | £15 | £15 | £15 | Plus £60 for each dictating machine. |

(*d*) GROUP HEADQUARTERS

(i) *Group secretary's office*

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone .. .. .. .. .. | 1 | |
| | Socket outlet, twin .. .. .. .. | 1 | |
| | Wallboard .. .. .. .. .. | 1 | |
| *Group IIb:* | Table, pedestal .. .. .. .. | 1 | |
| | Table, side, small .. .. .. .. | 1 | |
| | Table, committee .. .. .. .. | 1 | |
| | Bookcase .. .. .. .. .. | 1 | |
| | Chair, desk .. .. .. .. .. | 1 | |
| | Chair, visitor's .. .. .. .. | 2 | |
| | Chair, upright, small .. .. .. | 6 | |
| | Stand, hat, coat and umbrella .. .. | 1 | |
| | Mirror, frameless, hanging .. .. .. | 1 | |
| | Cupboard, steel .. .. .. .. | 1 | |
| | Carpet .. .. .. .. .. .. | 1 | |
| | Cabinet, filing .. .. .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 1 | |
| | Desk set .. .. .. .. .. | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | Carafe, water, and tumbler .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £315 | |

(*d*) GROUP HEADQUARTERS (continued)

(ii) *Deputy secretary's office*

(iii) *Finance officer's office*

(iv) *Supplies officer's office*

(v) *Group engineer's office*

For each the following—except in groups of less than 20 points where no provision is made for a supplies officer.

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone | 1 | |
| | Socket outlet, twin | 1 | |
| | Wallboard | 1 | |
| *Group IIb:* | Table, pedestal | 1 | |
| | Table, side, small | 1 | |
| | Bookcase | 1 | |
| | Chair, desk | 1 | |
| | Chair, upright, arm | 1 | |
| | Chair, upright, small | 2 | |
| | Stand, hat, coat and umbrella | 1 | |
| | Mirror, frameless, hanging | 1 | |
| | Cupboard, steel, or cabinet, filing | 1 | |
| | Cabinet, card index | 1 | If required. |
| | Carpet | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Desk set | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | **Cost Guide** (excluding Group I) | £135 | |

(vi) *Offices for senior assistants*

For each the following. Some modification may be necessary in cases where the senior assistants work in the same office as their staff.

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone | 1 | |
| | Hook, clothes | 2 | |
| | Socket outlet, twin | 1 | |
| *Group IIb:* | Bookcase | 1 | |
| | Desk | 1 | |
| | Chair, desk | 1 | |
| | Chair, upright, small | 2 | |
| | Cupboard, steel, or cabinet, filing | 1 | |
| | Table, side, small | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Desk set | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | **Cost Guide** (excluding Group I) | £65 | |

(*d*) GROUP HEADQUARTERS (continued)

(vii) *Office(s) for engineers, clerical staff, typists and personal secretaries*

The equipment required here will depend upon various factors, such as the numbers, grades and duties of staff employed, whether personal secretaries are accommodated in individual offices, etc. The following provision should enable the total requirements to be assessed.

| | | *General rooms* | *Individual rooms* | *Notes* |
|---|---|---|---|---|
| **Basic List** | | | | |
| *Group I:* | Clock, electric | 1 | — | |
| | Telephone | 1 per 2 staff | 1 | |
| | Board, notice | 1 | — | |
| | Hook, clothes | As reqd. | 3 | |
| | Socket outlet, twin | 1 per 2 staff | 1 | |
| *Group IIb:* | Table, side, small | 1 | 1 | |
| | Chair, upright, small | 2 | 1 | For visitors. |
| | Cabinet, filing | As reqd. | 1 | |
| | Cupboard, steel | 2 | 1 | |
| | Machine, transcribing | 1 | — | For each audio typist. |
| | **Cost Guide** (excluding Group I) | £35 | £20 | Plus £12 12s. for each filing cabinet; £30 for each transcribing machine. |

| | *Per engineer* | *Per secretary* | *Per typist* | *Per clerk* | *Notes* |
|---|---|---|---|---|---|
| *Group IIb:* | | | | | |
| Desk, typist/secretary | — | 1 | — | — | |
| Desk, typist's | — | — | 1 | — | |
| Desk, writing | 1 | — | — | 1 | |
| Chair, desk | 1 | 1 | — | 1 | |
| Chair, typist's | — | 1 | 1 | — | |
| Typewriter | — | 1 | 1 | — | |
| Press, plan | 1 | — | — | — | |
| *Group III:* | | | | | |
| Desk set | 1 | 1 | — | 1 | E.g. blotting pad, trays, etc. |
| Sundry office requisites | As reqd. | As reqd. | As reqd. | As reqd. | E.g. punch, stapler, scissors, etc. |
| Bin, waste paper | 1 | 1 | 1 | 1 | |
| **Cost Guide** | £95 | £75 | £65 | £20 | |

(viii) *Waiting space*

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group IIb:* | Chair, upright, small | 5 | |
| | Table, occasional, low | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | General decorative features | As required | E.g. plant trough, pictures, vases, etc. |
| | **Cost Guide** | £30 | |

(*d*) GROUP HEADQUARTERS (continued)

(ix) *Committee room*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Clock, electric | 1 | |
| | Telephone | 1 | |
| | Socket outlet, twin | 2 | One at rear of room. |
| *Group IIb:* | Table, committee | 1 | |
| | Table, side, small | 1 | |
| | Chair, upright, arm | 1 | |
| | Chair, upright, small | 24 | |
| | Carpet | 1 | |
| *Group III:* | Bin, waste paper | 4 | |
| | Carafe, water, and tumbler | 1 | |
| | General decorative features | As required | E.g. pictures, vases, etc. |
| | **Cost Guide** (excluding Group I) | £425 | |

The Building Note recommends that this should be planned with the Committee Room referred to at (*a*)(xii) above, in which case some re-allocation of furniture between the two rooms may be necessary.

(x) *Ante-room*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Hook, clothes | 24 | |
| *Group IIb:* | Chair, upright, small | 6 | |
| | Table, side, small | 1 | |
| | Stand, hat, coat and umbrella | 1 | |
| *Group III:* | General decorative features | As required | E.g. pictures, vases, etc. |
| | **Cost Guide** (excluding Group I) | £60 | |

(xi) *Duplicating room*

| | | *Size of group headquarters* | | | Notes |
|---|---|---|---|---|---|
| | | 0–19 *points* | 20–39 *points* | 40 *points and over* | |
| **Basic List** | | | | | |
| *Group I:* | Socket outlet, twin | 1 | 1 | 1 | |
| *Group IIb:* | Table | 2 | 2 | 2 | 5 ft. × 2 ft. With 25 section rack above, each section being 10 in. × 4 in. × 12 in. |
| | Machine, duplicating, and stand | 1 | 1 | 1 | |
| | Cupboard, steel | 2 | 2 | 2 | |
| | Chair, upright, small | 2 | 2 | 3 | |
| | Collator | 1 | 1 | 1 | |
| | Machine, photocopying | 1 | 1 | 1 | |
| *Group III:* | Bin, waste paper | 2 | 2 | 2 | |
| | **Cost Guide** (excluding Group I) | £280 | £280 | £285 | |
| **Additional List** | | | | | |
| *Group IIb:* | Machine, duplicating | 1 | 1 | 1 | Required where more than 20,000 copies are reproduced per week. |
| | **Cost Guide** (additional list) | £100 | £100 | £100 | |

(*d*) GROUP HEADQUARTERS (continued)

(xii) *Stores*

(*a*) Stationery store

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Shelving or cupboard .. .. .. | As required | |
| *Group IIb:* | Table, side, small .. .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £5 | |

(*b*) Records store (for finance department)

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Safe, built-in .. .. .. .. .. | 1 | If strong room is not provided. |
| | Shelving .. .. .. .. .. | As required | |
| | Worktop .. .. .. .. .. | As required | |
| *Group IIb:* | Ladder, step .. .. .. .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £3 | |

(*c*) Sample supply store (for supplies department)

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Shelving or cupboard .. .. .. | As required | |
| *Group IIb:* | Table, trestle .. .. .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £10 | |

(xiii) *Sanitary facilities*

| | | Quantity | | Notes |
|---|---|---|---|---|
| | | *For every 15 men* | *For every 12 women* | |
| **Basic List** | | | | |
| *For W.C. cubicles* | | | | |
| *Group I:* | W.C. suite .. .. .. .. | 1 | 1 | |
| | Urinal .. .. .. .. .. | 1 | — | |
| | Fitting, toilet paper .. .. .. | 1 | 1 | |
| | Shelf .. .. .. .. .. | 1 | 1 | |
| | Hook, clothes .. .. .. .. | 1 | 1 | |
| *Group IIb:* | Bin, sanitary .. .. .. .. | — | 1 | If no incinerator is provided. |
| *Group III:* | Brush, lavatory, and holder .. .. | 1 | 1 | |
| | **Cost Guide** (excluding Group I) | 10s. | £2 | |
| *For lobby leading to W.Cs* | | | | |
| *Group I:* | Basin, lavatory .. .. .. .. | 1 | 1 | For each basin. |
| | Dispenser, soap .. .. .. | 1 | 1 | |
| | Mirror .. .. .. .. .. | 1 | 1 | |
| | Shelf .. .. .. .. .. | 1 | 1 | |
| | Hook, clothes .. .. .. .. | 1 | 1 | |
| *Group IIa:* | Dispenser, towel .. .. .. | 1 | 1 | B.S. 1439. For each three or four basins. |
| *Group IIb:* | Bin, disposal, for paper towels .. | 1 | 1 | For each three or four basins. |
| | **Cost Guide** (excluding Group I) | £1 | £1 | |

(*d*) GROUP HEADQUARTERS (continued)

DEPARTMENTAL ITEMS

Generally, items are shown throughout the list in the rooms where they will normally be found in the department. In addition, the items shown below relate to (*d*) Group headquarters as a whole.

| | *Size of group headquarters* | | | *Notes* |
|---|---|---|---|---|
| | 0–19 *points* | 20–39 *points* | 40 *points and over* | |
| **Basic List** | | | | |
| *Group I:* Incinerator .. .. .. | As reqd. | As reqd. | As reqd. | |
| *Group IIa:* First aid fire fighting equipment (e.g. hose reels, extinguishers, buckets, etc.) .. .. .. | As reqd. | As reqd. | As reqd. | See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions. |
| *Group III:* Window curtains .. .. | As reqd. | As reqd. | As reqd. | These will vary according to local circumstances. |
| Machine, dictating .. .. | As reqd. | As reqd. | As reqd. | |
| **Cost Guide** (excluding Group I) | £40 | £45 | £50 | Plus £60 for each dictating machine. |

## B. Additional Accommodation

(*a*) OFFICES

Further offices may be required for medical consultants, psychiatric social workers, administrative assistants or clerks in addition to those already mentioned (e.g. domestic superintendent's clerks, transport officer, engineering staff, etc.) or for sub-committees.

(i) *Senior staff*

For each the following:

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone | 1 | |
| | Hook, clothes | 1 | |
| | Socket outlet, twin | 1 | |
| *Group IIb:* | Bookcase | 1 | |
| | Desk | 1 | |
| | Chair, desk | 1 | |
| | Chair, upright, arm | 1 | |
| | Chair, upright, small | 2 | |
| | Table, side, small | 1 | |
| | Cupboard, steel, or cabinet, filing | 1 | |
| | Mirror, frameless, hanging | 1 | |
| | Rug | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Desk set | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | **Cost Guide** (excluding Group I) | £75 | |

(ii) *Junior staff*

For each the following:

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Hook, clothes | 1 | |
| | Telephone | As required | |
| | Socket outlet, twin | 1 | |
| *Group IIb:* | Desk | 1 | |
| | Chair, office | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Desk set | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | **Cost Guide** (excluding Group I) | £20 | |
| **Additional List** | | | **Cost Guide** (additional list) per item |
| *Group IIb:* | Cupboard, steel | As required | £16 16s. |
| | Cabinet, filing | As required | £12 12s. |
| | Press, plan | As required | £75. |

These may be required according to duties.

(*b*) STUDENT ALMONERS' ROOM(S)

(i) *Room for group teaching*

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Chalkboard with chalk shelf | 1 | B.S. 3030 Part iv. |
| | Board, notice | 1 | Or wallboard. |
| | Storage | As required | |
| | Socket outlet, twin | 1 | |
| *Group IIb:* | Chair, tutor | 1 | |
| | Chair, student | 3 | |
| | Desk, tutor | 1 | |
| | Desk, student | 3 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Carafe, water, and tumbler | 1 | |
| | Cleaner, board | 1 | |
| | Pointer, board | 1 | |
| | **Cost Guide** (excluding Group I) | £30 | |

(*b*) STUDENT ALMONERS' ROOM(S) (continued)

(ii) *Room for practice interviews*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group IIb:* | Desk | 1 | |
| | Chair, desk | 1 | |
| | Chair, upright, small | 3 | |
| | **Cost Guide** | £25 | |

(*c*) NON-RESIDENT MATRON'S SITTING ROOM

(i) *Sitting room*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone | 1 | |
| | Fire, electric | 1 | |
| | Socket outlet, twin | 2 | |
| | Clock, electric | 1 | |
| | Storage, cupboard | As required | |
| *Group IIb:* | Bookcase/sideboard | 1 | |
| | Couch, studio | 1 | |
| | Chair, easy | 2 | |
| | Chair, upright, arm | 3 | |
| | Table, occasional, low | 1 | |
| | Carpet | 1 | |
| | Table, side, small | 1 | |
| | Trolley, tea | 1 | |
| | Stand, hat, coat and umbrella | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | General decorative features | As required | E.g. pictures, vases, etc. |
| | Window curtains | As required | |
| | Linen, etc. | As required | |
| | **Cost Guide** (excluding Group I) | £170 | |

(ii) *Cloakroom*

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Basin, lavatory | 1 | |
| | Mirror | 1 | |
| | Shelf | 1 | |
| | Dispenser, soap | 1 | |
| | W.C. suite | 1 | |
| | Fitting, toilet paper | 1 | |
| | Hook, clothes | 1 | |
| | Shower | 1 | At shoulder height. |
| | Rail, towel | 1 | |
| | Rail, curtain | 1 | |
| | Soap rack or holder | 1 | |
| *Group IIa:* | Dispenser, towel | 1 | B.S. 1439. |
| *Group IIb:* | Bin, disposal, for paper towels | 1 | |
| | Bin, sanitary | 1 | |
| | Stool, bath | 1 | |
| *Group III:* | Brush, lavatory, and holder | 1 | |
| | Curtain, shower | 1 | |
| | **Cost Guide** (excluding Group I) | £8 | |

## B. Additional Accommodation

### (*d*) MEDICAL SUPERINTENDENT'S OR RESIDENT MEDICAL OFFICER'S ROOM

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone | 1 | |
| | Socket outlet, twin | 1 | |
| *Group IIb:* | Table, pedestal | 1 | |
| | Table, side, small | 1 | |
| | Bookcase | 1 | |
| | Chair, desk | 1 | |
| | Chair, upright, arm | 1 | |
| | Chair, upright, small | 2 | |
| | Cupboard, steel, or cabinet, filing | 1 | |
| | Stand, hat, coat and umbrella | 1 | |
| | Mirror, frameless, hanging | 1 | |
| | Carpet | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Desk set | 1 | E.g. pen stand, blotting pad, trays, etc., according to individual requirements. |
| | Window curtains | As required | |
| | **Cost Guide** (excluding Group I) | £140 | |

### (*e*) SENIOR MEDICAL STAFF COMMON ROOM

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone | 1 | |
| | Storage, cupboard | As required | |
| | Hook, clothes | As required | |
| | Socket outlet, twin | 1 | |
| | Board, notice | 1 | |
| | Rack or board, letter | 1 | |
| *Group IIb:* | Carpet | 1 | |
| | Chair, easy; Chair, semi-easy; Chair, upright, small | 20 | |
| | Rack, magazine | 2 | |
| | Table, occasional, low | 3 | |
| | Table, side, small | 1 | |
| | Table, committee | 1 | |
| | Bookcase | 1 | |
| *Group III:* | Bin, waste paper | 2 | |
| | General decorative features | As required | E.g. pictures, vases, etc. |
| | Window curtains | As required | |
| | **Cost Guide** (excluding Group I) | £295 | |

### (*f*) BANK

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Alarm bell | 1 | |
| | Socket outlet, twin | 1 | |
| | Counter | As required | |
| | Safe | 1 | |
| | Storage, under counter | As required | |
| | Telephone | 1 | |
| *Group IIb:* | Table, 4 ft. × 2 ft. 6 in. | 1 | |
| | Chair, upright, small | 2 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Calendar, perpetual | 1 | |
| | **Cost Guide** (excluding Group I) | £15 | |

(*g*) POST OFFICE FACILITIES

This may be combined with the shop or the postal sorting room.

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Counter | As required | |
| | Telephone | As required | |
| | Gas jet | 1 | For sealing parcels. |
| *Group IIb:* | Machine, stamp issuing | As required | |
| | Safe | 1 | |
| | Table | 1 | |
| | Chair, upright, small | 2 | |
| | Stool, high | 2 | |
| | Scales | 1 | For weighing parcels. |
| | Balance, letter | 1 | For weighing letters. |
| | Cupboard, steel | 1 | Lockable. |
| *Group III:* | Bin, waste paper | 2 | |
| | Desk set | 2 | E.g. pen stand, blotting pad, etc., according to individual requirements. |
| | Cashbox | 1 | |
| | Calendar, perpetual | 1 | |
| | **Cost Guide** (excluding Group I) | £245 | |

(*h*) BARBERS' SHOP

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Basin, shampoo | 2 | |
| | Mirror, wall | 2 | |
| | Socket outlet, twin | 1 | Between basins. |
| | Storage | As required | |
| | Shelf | As required | |
| | Hook, clothes | 6 | |
| | Telephone | 1 | |
| *Group IIa:* | Dispenser, towel | Various | B.S. 1439. |
| *Group IIb:* | Chair, barber | 2 | |
| | Chair, upright, small | 4 | |
| | Rack, magazine | 1 | |
| | Bin, disposal, for paper towels | 1 | |
| *Group III:* | Dryer, hand | 1 | B.S. 3456. B.4. |
| | Bin, waste paper | 1 | |
| | Cashbox | 1 | |
| | Implements | As required | |
| | Linen, etc. | As required | |
| | **Cost Guide** (excluding Group I) | £120 | |

(*i*) HAIRDRESSERS' SHOP

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Basin, shampoo | 3 | Could be continental type. |
| | Mirror, wall | 6 | |
| | Storage | As required | |
| | Shelf | As required | |
| | Socket outlet, twin | 3 | |
| | Hook, clothes | 12 | |
| | Telephone | 1 | |
| *Group IIb:* | Machine, hair drying | 4 | B.S. 3456. B.4. |
| | Chair, upright, small | 15 | |
| | Rack, magazine | 1 | |
| | Table, side, small | 1 | |
| | Trolley, hairdresser's | 1 | |
| *Group III:* | Bin, waste paper | 4 | |
| | Cashbox | 1 | |
| | Implements | As required | |
| | Linen, etc. | As required | |
| | **Cost Guide** (excluding Group I) | £290 | |

## B. Additional Accommodation

### (*j*) TEA PANTRY(S)

Where the group headquarters are detached from the hospital a tea pantry in addition to the one listed here may be required.

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Sink | 1 | |
| | Drainer | 2 | |
| | Cupboard, storage, lockable | 1 | |
| | Worktop or table | 1 | |
| | Water boiler, small | 1 | |
| | Boiling plate or ring | 1 | |
| | Socket outlet, twin | 1 | With indicating light. |
| *Group IIa:* | Dispenser, paper tea towel | 1 | B.S. 1439. |
| *Group IIb:* | Bin, disposal, for paper tea towels | 1 | |
| | Bin, pedal, or holder, paper sack | 1 | |
| | Trolley, general purpose, service | 1 | |
| *Group III:* | Basin, sugar | 8 | |
| | Container, biscuits | 1 | |
| | Container, coffee | 1 | |
| | Container, sugar | 1 | |
| | Container, tea | 1 | |
| | Cup | 48 | |
| | Jug, milk, 4 oz. | 2 | |
| | Jug, milk, 2 pint | 2 | |
| | Knife, tea | 8 | |
| | Plate, dinner | 8 | |
| | Plate, tea | 48 | |
| | Pot, coffee | 1 | |
| | Saucepan, 2 pint | 1 | B.S. 1859. |
| | Saucepan, double, 4 pint | 1 | |
| | Saucer | 48 | |
| | Spoon, tea | 48 | |
| | Strainer, tea | 8 | |
| | Teapot, 1 pint | 2 | |
| | Teapot, 3 pint | 1 | |
| | Teapot, 6 pint | 1 | |
| | Tray | 12 | |
| | **Cost Guide** (excluding Group I) | £55 | |

### (*k*) MALE STAFF REST ROOM

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Basin, lavatory | 1 | |
| | Dispenser, soap | 1 | |
| | Mirror | 1 | |
| | Shelf | 1 | |
| | Socket outlet, twin | 1 | |
| | Hook, clothes | 2 | |
| *Group IIa:* | Dispenser, towel | 1 | B.S. 1439. |
| *Group IIb:* | Divan | 1 | Or couch. |
| | Mattress | 1 | |
| | Chair, upright, small | 1 | |
| | Chair, easy, arm | 1 | |
| | Table, occasional, low | 1 | |
| | Bin, disposal, for paper towels | 1 | |
| | Table, side, small | 1 | |
| | Rug | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | Pillow | 2 | |
| | Sheet | 6 | |
| | Blanket | 3 | |
| | Case, pillow | 6 | |
| | Counterpane | 2 | |
| | Window curtains | As required | |
| | **Cost Guide** (excluding Group I) | £65 | |

(*l*) ROOM FOR VOLUNTARY WORKERS

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Telephone | 1 | |
| | Socket outlet, twin | 1 | |
| | Storage, cupboard | As required | |
| *Group IIb:* | Locker, clothes | 6 | Lockable. |
| | Table | 1 | |
| | Chair, upright, small | 3 | |
| | Mirror | 1 | |
| *Group III:* | Bin, waste paper | 1 | |
| | **Cost Guide** (excluding Group I) | £50 | |

(*m*) DUPLICATING ROOM

This room may be required in hospitals which do not include the group headquarters.

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Socket outlet, twin | 1 | |
| *Group IIb:* | Table, collating | 2 | 5 ft. × 2 ft. With 25 section rack above, each section being 10 in. × 4 in. × 12 in. |
| | Machine, duplicating, and stand | 1 | |
| | Cupboard, steel | 2 | |
| | Chair, upright, small | 2 | |
| | Collator | 1 | |
| | Machine, photocopying | 1 | |
| *Group III:* | Bin, waste paper | 2 | |
| | **Cost Guide** (excluding Group I) | £280 | |
| **Additional List** | | | |
| *Group IIb:* | Machine, duplicating | 1 | Required where more than 20,000 copies are reproduced per week. |
| | **Cost Guide** (additional list) | £100 | |

(*n*) SECONDARY STORAGE FOR MEDICAL RECORDS

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Shelving | As required | |
| | Worktop, small | 1 | |
| *Group IIb:* | Ladder, step | 1 | |
| | **Cost Guide** (excluding Group I) | £3 | |

(*o*) ROOM FOR TRAINING DOMESTIC STAFF AND SERVICING EQUIPMENT

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Socket outlet, twin | 1 | |
| | Storage, cupboard | As required | |
| | Worktop | 1 | |
| | Chalkboard | 1 | B.S. 3030, Part IV. |
| *Group IIb:* | Chair, upright, small | 6 | |
| *Group III:* | Cleaner, vacuum | 1 | B.S. 3028. |
| | Scrubber/polisher, electric | 1 | B.S. 3456. B.9. |
| | **Cost Guide** (excluding Group I) | £105 | |

(*p*) DOMESTIC FOREWOMAN'S STORE

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Shelving .. .. .. .. .. | As required | |
| | Storage, cupboard .. .. .. .. | As required | |
| | **Cost Guide** (excluding Group I) | £— | |

(*q*) FINANCE MACHINE ROOM

In larger hospitals the equipment listed below may need to be doubled.

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Socket outlet, twin .. .. .. .. | 1 | |
| *Group IIb:* | Machines and appliances .. .. .. | As required | To accord with the system employed. |
| | Chair or stool .. .. .. .. | 1 | |
| | Cupboard, steel .. .. .. .. | 1 | |
| | Table .. .. .. .. .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £35 | With the exception of the machines which should be separately justified. |

(*r*) PRINTING MACHINE ROOM

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Socket outlet, twin .. .. .. .. | 1 | |
| *Group IIb:* | Machine, printing .. .. .. .. | As required | |
| | Chair, upright, small .. .. .. | 1 | |
| | Cupboard, steel .. .. .. .. | 1 | |
| | Table .. .. .. .. .. .. | 1 | |
| *Group III:* | Bin, waste paper .. .. .. .. | 1 | |
| | Guillotine .. .. .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £75 | With the exception of the machines which should be separately justified. |

(*s*) STRONG ROOM

| | | Quantity | Notes |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Shelving .. .. .. .. .. | As required | |
| | Storage, cupboard .. .. .. .. | As required | |
| *Group IIb:* | Table .. .. .. .. .. .. | 1 | |
| | Chair, upright, small .. .. .. | 1 | |
| | **Cost Guide** (excluding Group I) | £10 | |

## B. Additional Accommodation

### (*t*) CLEANERS' ROOM

This room will be required if the group headquarters is not in the hospital administrative centre.

| | | *Quantity* | *Notes* |
|---|---|---|---|
| **Basic List** | | | |
| *Group I:* | Bucket sink .. .. .. .. .. | 1 | |
| | Drainer or worktop .. .. .. .. | 1 | At working height for washing of cloths, etc. |
| | Cupboard, storage .. .. .. .. | 1 | 19 cu. ft. For day-to-day stock of cleaning materials, etc. |
| | Racks, pegs or hooks for implements .. | As required | |
| *Group IIb:* | Holder, paper sack .. .. .. .. | 1 | |
| | Trolley, domestic, small .. .. .. | 2 | |
| *Group III:* | Cleaner, vacuum .. .. .. .. | 1 | B.S. 3028. |
| | Scrubber/polisher, electric .. .. .. | 1 | B.S. 3456. B.9. |
| | Cleaning utensils .. .. .. .. | As required | |
| | **Cost Guide** (excluding Group I) | £150 | |

### (*u*) STAFF CHANGING AND SANITARY FACILITIES

Where additional facilities are provided additional equipment will be required on similar lines to that shown under (*a*)(xv) and (*a*)(xvi) of the Basic Accommodation.

## DEPARTMENTAL COST SUMMARY

(To be read in conjunction with the explanatory notes in Section IV of this Equipment Note and Section IV of Hospital Equipment Note No. 1)

The room cost guide figures for basic equipment (Groups II and III), applied to standard schedules of basic accommodation for departments of various sizes (as shown in the examples quoted in the Appendix to Building Note No. 18), suggest departmental equipment cost totals of the following order:

| | *Size of hospital* | | | |
|---|---|---|---|---|
| | 0–9 *points* | 10–14 *points* | 15–19 *points* | 20 *points and over* |
| | *Say* 300 *beds* | *Say* 450 *beds* | *Say* 600 *beds* | *Say* 800 *beds* |
| | £ | £ | £ | £ |
| (*a*) General administration .. .. .. .. | 7,550 | 8,850 | 10,950 | 12,400 |
| (*b*) Rooms related to the main entrance .. .. | 785 | 795 | 845 | 860 |
| (*c*) Medical records .. .. .. .. .. | 1,350 | 1,650 | 2,150 | 2,750 |

| | *Size of group headquarters* | | |
|---|---|---|---|
| | 0–19 *points* | 20–39 *points* | 40 *points and over* |
| (*d*) Group headquarters .. .. .. .. | £2,500 | £3,350 | £4,000 |

In these totals no account is taken of the following:

(*a*) Equipment required for basic accommodation, additional to the basic list, some guidance on which is given under the appropriate rooms.

(*b*) Equipment required in "additional accommodation", cost guides for which are shown on the appropriate pages as for basic accommodation.

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